

## **PROJECT STATUS REPORT 2009 SCHEDULE**

<b><u>Status Month</u></b>	<b><u>Project Status Materials Due</u></b>
December 2008	January 16, 2009
January 2009	February 20
February	March 20
March	April 17
April	May 15
May	June 19
June	July 17
July	August 14
August	September 18
September	October 16
October	November 20
November	December 18
December	January 15, 2010
January 2010	February 19

\*\*\* For all projects required to do project status reporting, the initial project status report will be due within thirty (30) calendar days from the date of Planning and Design phase approval by the State Chief Information Officer (SCIO). \*\*\*

\*\*\* Note: The initial project status report (“Snapshot”) will be for the month that the project started as defined in the “Start Date” field in the “Project Info” tab of the PPM tool. \*\*\*

\*\*\* Note: Any deviation from the project status reporting requirement must be formally documented and approved by the SCIO. \*\*\*